

The Jewish Fund Six Month Progress Report Guidelines

Please respond in narrative form to the following questions. The progress reports are due to The Jewish Fund every six months following a grant award. They should also be included with renewal requests when submitting the Letter of Intent for multi-year grants. All grants are subject to compliance with performance and reporting guidelines.

1. In reviewing the Logic Model presented with your full grant proposal, please describe your progress at achieving the stated outcomes (short-term, intermediate, and/or long-term). Please describe any changes in the anticipated outcomes for the project, if any.
2. Describe the outputs utilized to achieve these outcomes. Report on the specific populations served and numbers of individual/unduplicated participants in each output.
3. Describe the activities developed, enhanced or continued. Were they all anticipated in the original proposal? What changes were made and why? What lessons have been learned by the agency during this project period?
4. What resources were used to develop and implement the program or project?
5. Please provide documentation of your organization's recognition of the grant from The Jewish Fund in promotional materials, articles, annual reports, etc.
6. For multi-year grants, please provide an updated annual report, audited financial statement and recent organizational/program brochure.

Financial Sustainability Progress Report Guidelines

1. In reviewing your plan for financial sustainability presented with your full grant proposal, please describe your plan's progress.
2. How confident are you that the program will be able to continue at the same level of functioning without support from The Jewish Fund by the end of the grant period? Please provide details, including specific funding strategies developed. This may include funds that have been secured, pledged or are in discussion.
3. If the progress is less than you anticipated, please describe your plans to either continue the program, adjust the program, or discontinue the program.
4. Be sure to include the program budget provided on The Jewish Fund's website.

*If you require assistance in the development of the Progress Report, please contact
The Jewish Fund at 248-203-1487*